



J O B P O S T I N G

Job Title: **Department Assistant**

Department: Manager's Office

Date Posted: September 1, 2015

Expiration Date: September 11, 2015

Qualifications:

- Requires the ability to process department information, type documents, respond to callers, etc. This level of knowledge is normally obtained through successful completion of high school with additional course work in business and software applications. One year of post-secondary education is desired. The work requires familiarity with office automation software and equipment. This level of knowledge is normally obtained in three or more years of progressively responsible office experience. Notary Public license or ability to obtain within six months of employment is highly desirable; requires valid vehicle operator's license.
- Must possess extensive knowledge and experience and display proficiency in a variety of computer software packages including Microsoft Office.
- Must possess excellent communication skills including the ability to follow and give oral and written instructions accurately and have the ability to meet deadlines as required; requires ability to work effectively with the public, including developers, contractors, attorneys, and other members of the staff; knowledge of Township ordinances and State statutes desirable.

Responsibilities:

- Performs a variety of highly confidential clerical and administrative tasks to support department operations. Responds to citizen inquiries, composes and types correspondence, processes paperwork, maintains department files and records, and may perform specialized administrative tasks. Takes and transcribes minutes of meetings both manually or using an electronic recording device.
- Must be able to perform multiple tasks simultaneously; prioritize scheduling and work assignments; respond to a variety of requests, assume responsibility and work without direct supervision.

Benefits/Work Schedule:

- Health, dental, life, and disability insurance provided; pension after six months of continuous full-time employment; option to participate in deferred compensation plan, health savings account, flexible spending account, and vision insurance.
- Full-time position - primarily Monday through Friday between 8:00 a.m. and 5:00 p.m. Flexibility in work schedule including working evenings or weekends may be required.

Compensation:

- \$37,856 - \$45,428 DOQ

Application:

- Please send resume and cover letter to Linda Wells, Manager's Office, Delta Township, 7710 W. Saginaw Hwy., Lansing, MI 48917, email to lwells@deltami.gov, or fax to 517-327-1703 no later than September 11, 2015.

It is the policy of Delta Township not to discriminate against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression. The following person has been designated to handle inquiries regarding the non-discrimination policies: Linda Wells, Human Resources Generalist, 7710 W. Saginaw Hwy., Lansing, MI 48917 (517) 323-8590